
Westgarth Primary School is a community of students, staff, friends and family working together to create a diverse, engaging and respectful learning environment.

Rationale

Confidentiality is a fundamental attribute of any professional organisation. The protection of confidentiality is a serious moral, professional, ethical and legal responsibility that our school recognises and upholds.

Aims

To ensure that confidentiality is maintained in a manner consistent with community expectations, professional standards and legal obligations. This policy applies to staff, school council, students on placement, consultants and volunteers who may come about confidential information in the course of their work with W.P.S

Actions

- Staff members will not disclose confidential personal information about students, families or staff, or be drawn into discussions about students, families or staff, with any third person or agency, where there is no legal or compelling need to discuss such issues.
- While staff members may have confidential discussions with others, particularly students, all staff members who believe on reasonable grounds that a child or young person is in need of protection from physical injury or sexual abuse, must report their concerns to the Department of Health and Human Services Child Protection in line with the schools Mandatory Reporting Policy.
- Breaches of confidentiality relating to complaints, staff selection or staff performance etc are all serious offences.
- The principal will thoroughly investigate any alleged breaches of confidentiality or privacy.
- The Student Code of Conduct will make reference to each student's responsibilities relating to their own confidential information, and the confidentiality rights of others.
- Staff and students have use of information technologies [ICT] provided by the School. This use is directed by – DETDET's Acceptable Use Policy for Internet, email and other electronic communications and DETDET's IT Security Policy. In particular:

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- Electronic communication is not a secure means of communication. The sender should consider the confidentiality of the material they intend to send when choosing the appropriate means of communication.
- WPS will not disclose the content of electronic communications created, sent or received using WPS ICT resources to third parties unless that disclosure is required for the purposes of a DET investigation, a police investigation or for other legal, investigative, audit or compliance reasons or in other circumstances where that disclosure does not contravene the *Information Privacy Act 2000*.
- All personal and health records held by the school will be managed in accordance with the school's Privacy Policy.

Definitions

Parent in this policy in relation to a child, includes step parent, an adoptive parent, foster parent, or a person who has custody or daily care and control of the child.

Staff in the policy is defined as someone who carries out a duty on behalf of the school, paid or unpaid, who is contracted to, or directly employed by the school or the DET. Information provided through job applications is also considered staff information.

Supporting Documents:

Privacy Policy
Student Code of Conduct
School Council Code of Conduct
Communications Policy

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